

## Checklist of ISO 22301 Mandatory Documentation

### 1) Which documents and records are required?

The list below shows the minimum set of documents and records required by [ISO 22301:2012](#) (the standard refers to documents and records as *documented information*):

| Documents and records  | ISO 22301 clause number |
|--|-------------------------|
| Determining the context of the organization  | 4.1                     |
| Procedure for identification of applicable legal and regulatory requirements                   | 4.2.2                   |
| List of legal, regulatory and other requirements   | 4.2.2                   |
| Scope of the BCMS (Business Continuity Management System) and explanation of exclusions        | 4.3                     |
| Business continuity policy   | 5.3                     |
| Business continuity objectives   | 6.2                     |
| Competences of personnel   | 7.2                     |
| Communication with interested parties  | 7.4                     |
| Process for business impact analysis and risk assessment                                       | 8.2.1                   |
| Results of business impact analysis  | 8.2.2                   |
| Results of risk assessment   | 8.2.3                   |
| Business continuity procedures   | 8.4.1                   |
| Incident response procedures   | 8.4.2                   |
| Decision whether the risks and impacts are to be communicated externally                       | 8.4.2                   |
| Communication with interested parties, including the national or regional risk advisory system | 8.4.3                   |
| Records of important information about the incident, actions taken and decisions made          | 8.4.3                   |
| Procedures for responding to disruptive incidents  | 8.4.4                   |
| Procedures for restoring and returning business from temporary measures                        | 8.4.5                   |
| Results of actions addressing adverse trends or results  | 9.1.1                   |
| Data and results of monitoring and measurement   | 9.1.1                   |

# Checklist Of Iso 22301 Mandatory Documentation

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**Checklist Of Iso 22301 Mandatory Documentation:**

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